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OFFICE OF TRAINING

NOTICE
NO. 16-52

25 September 1952

SUBJECT: Unoccupied Rooms and Exposed Classified Information

1. Of late there has been an increasing tendency to leave offices open and unguarded while safes are unlocked and/or classified information exposed.

25X1A

2. CIA Regulation Number [redacted] explicitly outlines the security precautions that must be followed concerning rooms which are unoccupied. Therefore, it is incumbent upon all personnel to review this regulation.

3. It is emphasized that all Supervisors are responsible for making frequent inspections of their assigned areas in order to ascertain that proper security is being maintained at all times.

25X1A [redacted]

MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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